

**DHS MAIN OFFICE MEMO FOR EXAM ABSENCES, LATES,
REPORT CARDS AND GENERAL INFORMATION
January 2010**

.....

Student Absence From An Examination:

If a student is absent from a final January Examination for a medical or compassionate (death in the family, etc.) reason, the student will write an alternative exam on Wednesday February 10th beginning at 8:30 A.M.

Late For An Exam:

Students arriving late during the first hour of the exam will be admitted to the exam but will not be given extra time. Students arriving later than one hour to an Exam must report directly to the Main Office.

Please note:

1. The student must provide a *medical certificate* where illness is the reason for absence.
2. The student must provide *substantial proof* of compassionate circumstances surrounding an exam absence.
3. The appropriate Vice-Principal (Ms. Banfield – Surnames A to K; Mr. Regan– Surnames L to Z) must be contacted by the parent/guardian of the student to explain the circumstances of the absence by noon on the day of the exam.
4. Students who are not writing on a particular day do not have to attend on that day. The same situation exists for the NSE exam days.
5. All textbooks must be returned or marks for courses may be withheld.
6. Friday, January 29th, 2010 will be an assessment day for teachers. There will be no school for students.
7. Monday, February 1st, 2010 is a mini half-day of classes where teachers will be going over exams and Semester Two timetables will be handed out.
8. Semester Two classes will begin on Tuesday February 2nd.

Storm Day Policy for Exams

If there is a school cancellation all exams move forward one day in the schedule **INCLUDING NSE AND including the Assessment Day.**

If buses are cancelled but schools are open **EXAMS ARE CANCELLED** and all exams get pushed forward one day.

Report Cards

Report cards will be issued on Wednesday, February 10th. Students must have returned all their books to receive their report card.